

## Manager, Roads and Fleet

**Permanent, Full-time Position**

**Non-Union**

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The municipality is currently recruiting for a permanent, full-time position of **Manager, Roads and Fleet**.

Reporting directly to the Director of Public Works and Infrastructure, the Manager, Roads & Fleet is responsible for the overall day to day operation of the Roads Department. The Manager, Roads and Fleet will provide leadership and direction for the safe and cost-efficient departmental operations related to road maintenance and constructions. The Manager, Roads and Fleet will also act as the fleet manager (for all municipal fleet, except Fire) in accordance with municipal policy to prepare associated long term capital expenditure plans for the review of the Director of Public Works and Infrastructure, Senior Management and Council.

The Township offers flexible work arrangements, including an opportunity for this position to participate in our 4-day work week program.

### Position Responsibilities

---

The usual responsibilities of the position are:

- Oversees the construction and maintenance of all Township infrastructure including but not limited to roads, sidewalks, bridges and culverts, storm sewers, roadside ditches, traffic signal operation, streetlights, and roadway safety signage and markings to ensure they are maintained to government standards ensuring maximum health and safety and efficiency.
- Develops, implements, and maintains an effective winter control operations program for roads and sidewalks.
- Creates and manages the Township's fleet maintenance program to minimize breakdowns; extend the life of equipment and maintain safety.
- Manage operational inventory of equipment, supplies and material required for maintenance and construction programs and ensures supplies are on-hand as needed.
- Oversees the performance of all roads operations contracts and agreements entered into by the Township; ensures obligations are fulfilled in a satisfactory manner and manages issues as they arise.
- Responds to enquiries and complaints from the public; conducts thorough investigations and maintains good records of all incidents; prepares reports and

communicates in a tactful, respectful and timely manner using understandable terms.

- Prepares reports/makes recommendations and attends Council, Committees of Council, Senior Management, community group, public and/or other meetings as required.
- Builds relationships and maintains a network among provincial ministries and agencies; and other municipalities to ensure regulatory compliance, collaboration and general knowledge of trends.
- Researches, drafts and prepares reports for consideration by Council and Committees.
- Attends meetings of Council as required. Attends meetings of Committees of the Corporation as required.
- Prepares, reviews, and recommends annual departmental capital and operating budgets and forecasts, and potential funding sources; implements and oversees the asset management program for roads and fleet, monitors, analyses and administers approved departmental budget and reports on same; authorizes purchases and payment of accounts.
- Responsible for budget management, monitoring appropriate allocations as aligned with Council's approved direction and general Municipality's by-laws and procedures.
- Makes recommendation on capital expenditures, such as purchase or rental of new and replacement fleet equipment.
- Complies with the Township's purchasing policies and tendering procedures. Sources-out suppliers and service firms.
- Develops staff including hiring, training, motivation, performance counseling and evaluation, discipline, and team building.

### **Qualifications and Experience**

---

- Completion of a Civil Engineering Technology Diploma or Civil Engineering Degree is required.
- Certification as a Certified Road Supervisor at the Intermediate level (CRS-I) or higher from the Association of Ontario Road Supervisors (AORS)
- Minimum five (5) to ten (10) years' experience in roads and fleet, with at least five (5) years' in a supervisory position.
- Demonstrated understanding of roads and fleet operations including municipal road construction and maintenance.
- Thorough working knowledge of applicable legislation including Provincial Minimum Maintenance Standards, the Highway Traffic Act, Municipal Act, Health and Safety Act and Commercial Vehicle Operators Regulations.
- Excellent oral and written communication skills along with attention to detail
- Excellent organizational and problem-solving skills with a thorough degree of analysis
- High degree of concentration to prepare reports, coordinate multiple tasks, balance multiple demands, and address tight deadlines

- Knowledge of by-laws and related legislation and regulations as they may apply to the Corporation including the Highway Traffic Act, Provincial Minimum Maintenance Standards and Occupational Health and Safety Act
- Knowledge of contract management, project management and tendering practices
- Knowledge of life cycle costing and fleet management
- Computer literacy in MSOffice utilizing word processing, spreadsheet, presentation and database software, MS Project, Outlook, and the Internet; familiarity with GIS software
- Ability to attend evening and weekend meetings or events as required.
- A Valid Class G driver's license in good standing with a satisfactory driving record; travel between offsite locations may be required.
- Due to the responsibilities of the position, a police information check satisfactory to the Township of Springwater is required.

### **Rate of Pay**

---

The Township of Springwater offers a competitive salary and a comprehensive employee benefit plan, including participation in the OMERS pension plan for this position. Compensation for this position is currently \$101,311.93 to \$118,520.90 per annum (2025 rate).

### **Hours of Work**

---

This position will work 35 hours per week; however, occasional hours outside of normal business hours, including attendance at evening meetings, will be required.

### **How to Apply**

Apply online by visiting [www.springwater.ca/careers](http://www.springwater.ca/careers).

**Closing Date:** August 13, 2025

Don't meet all the qualifications?

It's normal to feel unsure about applying if you don't check every box listed in the job posting. While certain qualifications are crucial for some roles, we encourage people from all backgrounds, with different levels of experience and education, to apply. Our recruiters will assess how you match up with the role.

**Note:** Applications that are not submitted online will not be considered. All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly. Personal information is collected under the authority of the Municipal Act and is used to determine eligibility for potential employment.

This job posting reflects the general responsibilities and requirements of the job and does not include all the work requirements of the job.

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

### **Accessible Accommodations**

---

As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please contact us at any time during the recruitment process and let us know what accessible supports you may need.